



Regular Meeting and Board of Audit
Wednesday February 24, 2021 - 7:00PM

The Orrock Township Board met in regular session, on Wednesday February 24, 2021 at the Orrock Town Hall, 26401 – 180th St. NW, Big Lake, Minnesota.

In attendance were Chair Bryan Adams, Supervisors Janine Arnold, Paul Ellinger, Gregg Felber, Treasurer Gary Goldsmith and Clerk Chris Weber. Also, in attendance were Darryl Waletzko – Town Contractor, Town Engineer Mike Nielson and three audience members. Tele-conferencing into the meeting were Supervisor Bob Hassett and Sergeant Luke McLean. Roll Call was taken by Chair Bryan Adams.

A quorum was present, the meeting was called to order by Chair Bryan Adams, at 7:02PM and the Pledge of Allegiance to the United States of America was recited.

Meeting Agenda Approval

Motion/Second to accept the presented agenda by: Felber/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None.

Motion prevailed, and the meeting proceeded in accordance with the agenda as presented.

Approval of Meeting Minutes

Motion/Second to approve the January Regular and Reorganizational Meeting Minutes by: Ellinger/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sheriff's Report

Sergeant Luke McLean reported that the last month has been uneventful. There was a vehicle broken into at Country Road 4 and County Road 15 and fraudulent checks were taken. Sherburne County has seen an increase in storage shed thefts and unemployment fraud. There were less traffic stops in January 2021 than January 2020. Luke reported that most of the traffic stops occurred near the intersection of CR 4 /CR 15, the hill on CR4 by the St. Francis River and the 30MPH zone through Orrock "town". The report is attached to the minutes.

Supervisor Ellinger asked if they had been receiving calls regarding Publisher's Clearing House scams. Sergeant McLean responded that they had not received any that he is aware of. He also stated that people should not give personal information over the phone.

Open Forum

There were no open forum items.

Regular Business

Mike and Ashley Doherty – Request for Variance in Road Setback

Mike and Ashley Doherty are requesting an 80' variance in setback to the center line of (CSAH5) 184th Street to construct an addition with a garage 100 feet from the centerline of CSAH5. The required road setback is 130 feet.

The board recommended approval of the variance as there is no change in their current road setback distance, Clerk Weber will send the comments to the county.

November/December Meeting Dates – Discussion/Action

Clerk Weber told the board that the November meeting, if held on the fourth Wednesday, would be the day before Thanksgiving and that the fourth Wednesday in December is December 22nd. She asked the board if they wanted to move those meeting dates.

Motion/Second to move the November meeting to November 17th and keep the December meeting on December 22nd by: Ellinger/Felber In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Representative to the Big Lake Fire Board/ Zimmerman Livonia Fire Board – Discussion/Action

Clerk Weber told the board that the Big Lake Fire board meetings are held at the Big Lake Fire Station on the First Tuesday of odd months at 7PM. The board needs to appoint a representative to the Big Lake Fire Board.

The Zimmerman Livonia Fire board meetings are held at the Zimmerman Livonia Fire Station on the on February 9, March 4, April 13, May 11, June 8, July 13, August 10, September 14, October 12, November 9 and December 14. The board needs to appoint a representative to the ZLFD Fire Board.

Motion/Second to appoint Supervisor Felber as representative to both the ZLFD and BLFD fire boards by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Sherburne County Building and Estimated Population Report

Clerk Weber presented the Sherburne County Building and Estimated Population Report. There were 22 homes built in Orrock Township in 2020 and the 2020 estimated population is 3,856. The new home permits issued were valued at \$4,479,000. All other building permits had a value that totaled \$638,000. The township has a total of 5,695 platted acres and 14,806 unplatted acres. Orrock Township has a total of 16% platted acres.

Treasurer Goldsmith told the board that the township needs to have an audit for 2019 and 2020 based on the population and total budget amount.

Annual Meeting (COVID response if there is a large in-person attendance) - Discussion

Clerk Weber and Supervisor Ellinger attended a virtual MAT Annual Meeting Guidelines discussion. At that virtual meeting, MAT had recommended an annual meeting script to present if there is a large amount of attendance at the annual meeting. This script states that the meeting poses health risks, and the residents may pause and recess the meeting until summer. If there is a large attendance at the meeting that does not allow for social distancing, the residents would be asked for a motion to recess the meeting and resume the meeting at a later date. The annual meeting will be held in person and via WebEx. A roll call will need to be taken at the meeting for all votes. Clerk Weber's recommendation is that the board needs to be prepared if there is a large attendance via WebEx and if there is not enough room to allow for social distancing at the township hall. After some discussion, the board asked that an advisory script be projected on the screen for residents to see when they arrive at the meeting so that they are aware of the possibility that the residents may be asked to recess the meeting, if the attendance warrants that motion.

Purchase of File Cabinet – Discussion

Clerk Weber requested the approval of \$100 for the purchase of a lateral file cabinet.

Motion/Second to approve the purchase of a locking lateral file cabinet at the maximum amount of \$100 by: Arnold/Ellinger. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Roads

2018 Pavement Management Report - Review

Supervisor Adams asked Mike Nielson to review the 2018 Pavement Management Report with the board. He also noted that this pavement management report is what drives the road and bridge fund budget. Mike Nielson stated that this report is completed every four or five years. The theory behind doing a management plan is that it aids in planning road maintenance. In the road review, roads are rated on a scale from zero to 100 with 100 being the best. A

rating of 90-100 (Excellent) requires a chip seal and a rating 50-90 (Good) requires an overlay. If roads are in the 30-50 range it is no longer beneficial to do a chip seal or overlay and the roads are monitored. There are currently 45.5 miles of roadways in Orrock Township, of which 44 miles are asphalt surfaced road and 1.5 miles are gravel roads. Mike stated that having a pavement management report helps the board with budgeting, helps the engineer determine which roads to work on and takes the "politics" out of the road improvement decision. The road committee will meet in March.

Supervisor Hassett asked Mike if it would be beneficial to take core samples in the fall of 2021 to assist the decision-making process for the 2022 road projects. Mike Nielson replied that he would like to take the core samples in June to get a jump start on the bidding and 2022 road project decision.

Supervisor Updates / Committee Reports

Supervisor Adams noted there have been few calls on snow plowing. Clerk Weber also stated that she has received positive feedback on the snow removal.

Darryl Waletzko told the board that his opinion is that the use and purchase of an ice breaker will not be cost-effective for the township. The cost of the ice breaker is \$58,000+ tax. The cost to use wheel loader is \$125/hour. It would take about 21 hours to run the ice breaker through the township. It takes approximately 6-7 hours to plow the township roads using 3-7 crews, depending on the conditions. The road committee and finance committee will meet to discuss the feasibility of an ice breaker for the township.

Supervisor Arnold stated that the finance committee met twice to review the levy and budget.

Supervisor Ellinger asked the board for approval to take the lawn mower in for maintenance and repair.

Motion/Second to have Paul Ellinger take the lawn mower in for repair and maintenance by: Adams/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None Motion Prevailed

Supervisor Ellinger told the board that the Zimmerman Livonia Fire Department (ZLFD) has hired an events coordinator and the community/events center is operating under a separate budget. Supervisors Ellinger and Felber and Treasurer Goldsmith are meeting with the ZLFD on March 4 to discuss the fire contract.

Supervisor Hassett asked Darryl Waletzko for an estimate on the amount of time that it would take to install the replacement road signs. Darryl stated that if the signs are in the same area, they could install approximately three signs in an hour, at a cost of \$45 per hour. Clerk Weber showed the board the map with the area that is tentatively scheduled for sign replacement in 2021. There are 72 signs that would be replaced in 2021, per this schedule.

Supervisor Hassett noted that he has difficulty hearing the meetings. Some of the issue may be attributed to bandwidth. Clerk Weber will continue to adjust the settings on the system.

Treasurer's Business

Claims Approval – Routine, Individual and Payroll

Claims and payroll were electronically sent to the Board for review and were available for public review during the meeting.

Routine Claims

Treasurer Goldsmith presented the board with routine claims in the amount of \$63,083.58.

Motion/Second to approve routine claims in the amount of \$63,083.58 by: Felber/Arnold. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

These claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

Payroll Claims – February 2021

Treasurer Goldsmith presented the Board with the payroll claims in the amount of \$2,623.75 for the month of February.

Motion/Second to approve the February payroll claims by: Ellinger/Adams. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

These payroll claims will be retained as a part of the Official Minutes, which are available in the Clerk's Office.

Cash Control Statement

Treasurer Goldsmith presented the Board with the Cash Control statement. Gary reminded the board that they should review these statements when they receive them via email, as they are approving these documents at the meeting. Ending cash balance after reconciling the books with the bank statements: \$ 1,419,398.22. This amount included 4M fund balance.

Motion/Second to accept the January Cash Control Statement by: Ellinger/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Financial Reports are retained as part of the Official Minutes, which are available in the Clerk’s Office.

Investment Update

Treasurer Goldsmith reported Sherburne State Bank had been giving the township a “bumped up” interest rate that they had given the township as a valuable customer. Gary had received a notification of reduced interest rates and is waiting for a response from the bank for confirmation of the current interest rates. The bank has been going through a software overhaul and they are still having issues, therefore he is not sure if that was an automated notice of reduced rate or is the actual rate. Treasurer Goldsmith will follow up with the bank regarding the current interest rates.

Report of January Disbursements Not Paid Through Claims

Treasurer Goldsmith presented a memo and documentation regarding two credit card transactions that occurred in January, both related to fees for electronic filing of the Town’s federal tax return. These disbursements occurred after the approval of January routine claims and did not go through routine claims. The total amount of these disbursements is \$23.45. No motion is needed as the township adopted a credit policy authorizing automatic approval of these claims.

These disbursements will be retained as a part of the Official Minutes, which are available in the Clerk’s Office and are attached to the minutes.

Treasurer’s Report

Town Funds balances as of January 31, 2021:

General Fund:	\$114,451.94	Road & Bridge:	\$837,231.85
Fire:	\$ 91,922.94	Capital Reserve:	\$191,125.52
Driveway Escrows:	\$ 28,000.00		

All escrows are unchanged.

Motion/Second to accept the Treasurer’s Report date ending 01/31/2021 by: Adams/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2021 Budget Analysis and Discussion

Treasurer Goldsmith presented the proposed budget framework as follows and noted that they are non-binding: General Fund – Proposed revenue budget is \$95,600 with the levy revenue amount of \$85,000 . The proposed expenditure budget is \$92,445.

Fire Fund – Proposed revenue budget is \$145,000 and the proposed expenditure budget is \$134,500.

Road and Bridge – Proposed revenue budget is \$794,500, with a levy revenue amount of \$745,000, and the proposed expenditure budget is \$678,578. This will allow excess revenue to carry over for use in future years. At this point the township is building a reserve to use in the future, based on WSB projections. The finance committee budgeted \$85,000 for snow plowing, \$405,773 for road projects and \$72,655 for road projects engineering.

Motion/Second to adopt the proposed 2021 budget by: Ellinger/Felber. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

2022 Levy Recommendation

Treasurer Goldsmith presented an Orrock Township Levy Analysis by fund for years 2015-2021 along with the proposed amounts for 2022. The finance and road and bridge committees are proposing a levy of \$1,008,000 an overall levy increase of 3.4% from 2021. Based on the increase in the township’s tax base, if property values stayed the same, a homeowner’s property tax would decrease 3.4%, however property tax values will most likely increase.

Treasurer Goldsmith then presented an Orrock Township Property Value and Tax Analysis for 2015-2022. The levies are actual amounts for years 2014-2021.

Treasurer Goldsmith presented the Road and Bridge Fund projections for 2021-2041. These projections are what drives the Road and Bridge Levy and Budget.

The proposed 2022 levy by fund are as follows:

General Fund:	\$88,000
Fire Fund:	\$150,000
Road & Bridge Fund:	\$770,000
TOTAL:	\$1,008,000

Motion/Second to approve the 2022 recommended levy amounts for presentation at the annual meeting by: Arnold/Ellinger. Approved by: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Prevailed.

Board of Audit

Treasurer Goldsmith explained that the Board is now sitting as auditors of the town's records of 2020. He noted that the Treasurer performs the bank reconciliation monthly and the Board reviews/audits all receipts, disbursements and the bank statements each month. Gary printed out a report of receipts within CTAS and Clerk Weber confirmed those receipts match the receipts in the Clerk's receipt book. Gary had also received reports from the State and County of all payments made to the town from those agencies. He matched those payments against reports generated from the Town's accounting software, CTAS. Minnesota Management and Budget matched. Seated as the Board of Audit, from the registers, the board will choose three random receipts and disbursements to review individually, on the receipts register or disbursements register and on the bank statements.

The Board chose three (3) receipts for review:

- #527379 paid to the town by Progressive Builders – DW Permit and Escrow - \$3,250.00
- #527404 paid to the town by Steve Mockenhaupt – DW Permit Escrow - \$3,250
- #527414 paid to the town by Town of Big Lake – 229th Ave Reconstruction Share - \$3,370.13

All three were verified to be accurate.

The Board chose three (3) disbursements for review:

- #10944 paid to Connexus Energy – Electricity - \$177.08
- Debit901620 paid to GoDaddy – Deputy Clerk Email – \$28.98
- #10930 paid to WSB – Engineering Fees - \$7,065.25

All three were verified to be accurate.

The clerk will record the items audited and keep the record on file.

The board reviewed the 2020 receipts and disbursements registers and confirmed the 12/31/2020 cash balances.

Announcements

Clerk Weber Announced:

- Annual Meeting – Tuesday March 9th Commences @ 7PM, Town Hall
- March Board Meeting – Wednesday, March 24th @ 7PM
- Local Board of Appeal and Equalization – Wednesday, April 7th @4PM, Town Hall (In person and WebEx)
- MAT Training Courses – Online March 23 -April 1. Pre-registration is required.

Adjournment

Motion/Second to adjourn the regular and board of audit meeting by: Felber/Hassett. In favor: Adams, Arnold, Ellinger, Felber and Hassett. Opposed: None. Abstained: None. Motion Passed, adjourning the Regular Monthly and Board of Audit Meeting, on Wednesday February 24, 2021 at 9:37PM.

Respectfully Submitted,
Chris Weber
Town of Orrock, Clerk

Accepted this **24th** day of March 2021 by the Orrock Township Board of Supervisors.

Bryan Adams, Chair

Attest: _____
Chris Weber, Town Clerk



Sherburne County Sheriff
 13880 Business Center Dr
 Elk River MN 55330
 Ph: (763) 765-3500
 Fax: (763) 441-7303



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CAD Summary Report With Subzones

Sherburne County Sheriff - Orrock Township - January 2021

	01/21	Total
91450 DWI	1	1
91600 DISTURBING THE PEACE	1	1
91650 HARASSMENT	1	1
91800 PROPERTY DAMAGE	1	1
92700 TRESPASS	1	1
92750 FRAUD COMPLAINT	3	3
9302 ANIMAL LOST	1	1
9303 PROPERTY LOST	1	1
9312 ANIMAL FOUND	2	2
9313 PROPERTY FOUND	1	1
9314 ABANDONED VEHICLE	1	1
9440 ACCIDENT-MV-PROPERTY DAM	1	1
9450 ACCIDENT-MV-PRP DM HR	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	4	4
9561 CONSERVATION	3	3
9562 DOG COMPLAINT	2	2
9603 FIRE-VEHICLE	1	1
9609 ALARM-FIRE	1	1
9612 ALARM-CARBON MONOXIDE	1	1
9730 MEDICAL	4	4
9762 ALARM-MEDICAL	1	1
9802 PUBLIC ASSIST	2	2
9803 AGENCY ASSIST	2	2
9804 ALARM-SECURITY	1	1
9805 CIVIL COMPLAINT	3	3
9807 TRAFFIC STOP	59	59
9808 TRAFFIC COMPLAINT	1	1
9809 SNOWMOBILE COMPLAINT	5	5
9810 GARBAGE/LITTERING	1	1
9812 SUSPICIOUS VEHICLE	6	6

CAD Summary Report With Subzones

	01/21	Total
9817 SECURITY CHECK	3	3
9823 CHECK THE WELFARE	1	1
9827 SHOOTING COMPLAINT	2	2
9828 REPOSSESSION	1	1
9850 PAPER SERVICE	2	2
9853 SUSPICIOUS ACTIVITY	1	1
9900 MISCELLANEOUS OFFICER	2	2
9904 WARRANT ARREST	1	1
9937 911 HANG UP	1	1
MAIL TAMPERING	1	1
Public lift assist	1	1
Vehicle Off Road	2	2
Total	131	131



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CAD Summary Report With Subzones

Sherburne County Sheriff - Orrock Township - January 2020

	01/20	Total
9009 STOP ARM VIOLATION	1	1
90600 THEFT	2	2
91450 DWI	2	2
91600 DISTURBING THE PEACE	1	1
91800 PROPERTY DAMAGE	1	1
9201 DAR/DAS/DAC	3	3
92200 CRIMES AGAINST ADMIN JUS	1	1
92650 LIQUOR VIOLATION	1	1
9302 ANIMAL LOST	2	2
9312 ANIMAL FOUND	3	3
9313 PROPERTY FOUND	1	1
9410 ACCIDENT-MV-FATAL	1	1
9420 ACCIDENT-MV-PERSONAL INJ	1	1
9462 ACCIDENT-VEHICLE VS ANIMA	2	2
9561 CONSERVATION	1	1
9562 DOG COMPLAINT	4	4
9563 DOG BITE	1	1
9730 MEDICAL	4	4
9801 DOMESTIC	3	3
9802 PUBLIC ASSIST	7	7
9803 AGENCY ASSIST	1	1
9805 CIVIL COMPLAINT	4	4
9807 TRAFFIC STOP	39	39
9808 TRAFFIC COMPLAINT	4	4
9809 SNOWMOBILE COMPLAINT	8	8
9811 SUSPICIOUS PERSON	1	1
9812 SUSPICIOUS VEHICLE	5	5
9813 JUVENILE COMPLAINT	1	1
9817 SECURITY CHECK	2	2
9818 EXTRA PATROL	2	2

CAD Summary Report With Subzones

	01/20	Total
9823 CHECK THE WELFARE	2	2
9824 BURNING COMPLAINT	1	1
9828 REPOSSESSION	1	1
9850 PAPER SERVICE	1	1
9853 SUSPICIOUS ACTIVITY	4	4
9863 HAZARDOUS ROAD CONDITIONS	1	1
9900 MISCELLANEOUS OFFICER	4	4
9937 911 HANG UP	1	1
VEHICLE LOCKOUT	1	1
Total	125	125



Date: February 19, 2021

To: Board

From: Gary Goldsmith, Treasurer

Re: January disbursements not paid through the claims process

Background:

Certain automatic payments or other disbursements by credit card may occur within a month, but not until after claims for that month have been approved. Pursuant to a recently adopted policy on credit card use, these types of transactions may be processed in the Town's accounting system as disbursements rather than going through the claims process.

The treasurer is required to provide the Board with a report of any such transactions. Two such transactions occurred in January, both related to fees for electronic filing of the Town's federal tax returns.

The documentation of those disbursements is attached.

Fund Name: All Funds

Date Range: 01/21/2021 To 01/31/2021

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
01/26/2021	Lewis Software Associates	debit012620	Annual software renewal fee	N	General Government	100-41001-406-	\$ 12.95
		Total For Check	debit012620				\$ 12.95
01/27/2021	Lewis Software Associates	debit012720	Fee for processing 2020 Q4 federal return	N	General Government	100-41001-406-	\$ 10.50
		Total For Check	debit012720				\$ 10.50
Total For Selected Checks							\$ 23.45

Gary Goldsmith

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Friday, January 22, 2021 11:45 AM
To: Gary Goldsmith
Subject: Transaction Receipt from Lewis Software Associates, LLC for \$12.95 (USD)

Quarterly Express Plus Authorize Payment Receipt

Order Information

Description: 941 tax return yearly licesne
Customer ID OT

Billing Information

Gary Goldsmith
Orrock Township of Sherburne
26401 180th St NW
Big Lake, MN 55309
US
gary.goldsmith@orrocktownship.com
6128103017

Shipping Information

Gary Goldsmith
Orrock Township of
26401 180th St NW
Big Lake, MN 55309
US

Total: \$12.95 (USD)

Payment Information

Date/Time: 22-Jan-2021 9:45:05 PST
Transaction ID: 62810249043
Payment Method: eCheck
Transaction Type: Purchase
Auth Code:

Merchant Contact Information

Lewis Software Associates, LLC
Springdale, MD 20774
US
cdlewis@qexplus.com

Gary Goldsmith

From: Auto-Receipt <noreply@mail.authorize.net>
Sent: Monday, January 25, 2021 1:49 PM
To: Gary Goldsmith
Subject: Transaction Receipt from Lewis Software Associates, LLC for \$10.50 (USD)

Quarterly Express Plus Authorize Payment Receipt

Order Information

Description: Q4 2020 941 Tax Return w/payment
Customer ID OT

Billing Information

Gary Goldsmith
Orrock Township of Sherburne
26401 180th St NW
Big Lake, MN 55309
US
gary.goldsmith@orrocktownship.com
6128103017

Shipping Information

Gary Goldsmith
Orrock Township of
26401 180th St NW
Big Lake, MN 55309
US

Total: \$10.50 (USD)

Payment Information

Date/Time: 25-Jan-2021 11:49:13 PST
Transaction ID: 62814781070
Payment Method: eCheck
Transaction Type: Purchase
Auth Code:

Merchant Contact Information

Lewis Software Associates, LLC
Springdale, MD 20774
US
cdlewis@qexplus.com